

CONFIDENTIAL
 Approved For Release 2000/04/14 : CIA-RDP78-03568A000600120006-6

OFFICE OR STAFF OPERATIONS		OFFICE CODE K	REQUEST DATED 16 November 1953	APPROVAL DATE NOV 17 1953	CONTROL NO. 690	Page of Pages	
DELETIONS			ADDITIONS			NET CHANGE NEW BR. & DIV. TOTALS	ORGANIZATION CODE (Machine Records)
ORGANIZATION AND POSITION TITLE	SERIES & GRADE	POSITION NO.	ORGANIZATION AND POSITION TITLE	SERIES & GRADE	POSITION NO.		
CONTACT DIVISION VOUCHERED	25X1A		CONTACT DIVISION VOUCHERED	25X1A			
[REDACTED]							25X1A
Action by request of Chief, Contact Division, dated 12 November 1953. No change in T/O Strength.							
NEW OFFICE TOTALS			APPROVAL				
T/O Strength [REDACTED]			The T/O changes listed above are hereby approved. Please make changes on office records as necessary. Retain this authority until new machine printed T/O page(s) is				
25X9			[REDACTED] Chief, Class. & Wage Div.				
			TITLE				

FORM NO. 30-25
 SEP 1952

T/O CHANGE AUTHORIZATION

25X1A

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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Classification and Wage Division
THROUGH: *JL* Assistant Director for Operations
FROM : Chief, Contact Division

DATE: 12 November 1953

25X1A

SUBJECT: Request for Reclassification of Position No. K145,
[REDACTED] Contact Division [REDACTED]

25X1A

1. It is requested that subject position be audited for the purpose of raising the present classification GS-9 to GS-11. An employee-prepared job description is attached.

2. Contact Division believes the duties and responsibilities of this position have developed sufficiently to warrant a GS-11 classification. The [REDACTED], concurs and has forwarded his recommendation by memorandum dated 4 November 1953 which is also attached.

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3. If this request for reclassification is approved, any resulting promotion action will be subject to the availability of funds in the Contact Division budget.

[REDACTED]
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#680
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Security Information

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